



# Huntsville, Alabama

308 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 4/11/2024

**File ID:** TMP-4052

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**Department:** Administration

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to enter into a Consulting Agreement between the City of Huntsville and 4Ward Media Productions, LLC, for videography services.

Resolution No.

**Finance Information:**

**Account Number:** TBD

**City Cost Amount:** \$25,000

**Total Cost:** \$ 25,000

**Special Circumstances:**

**Grant Funded:** \$ NA

**Grant Title - CFDA or granting Agency:** NA

**Resolution #:** NA

**Location: (list below)**

**Address:** TBD

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:**

Cost to the City not to exceed \$25,000.

**RESOLUTION NO. 24-\_\_\_\_\_**

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby, authorized to enter into and agreement, between the CITY OF HUNTSVILLE, an Alabama municipal corporation, and 4 WARD MEDIA PRODUCTIONS, LLC, which said agreement is substantially in words and figures as that certain document attached hereto and identified as “Consulting Agreement between the City of Huntsville and 4 Ward Media Productions, LLC,” consisting of two (2) pages and the date of April 11, 2024, appearing on the first page thereof, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document after being signed by the Mayor, shall be permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

**ADOPTED** this the 11th day of April, 2024.

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President of the City Council of the City  
of Huntsville, Alabama

**APPROVED** this the 11th day of April, 2024.

\_\_\_\_\_  
Mayor of the City of Huntsville, Alabama

**CONSULTING AGREEMENT BETWEEN THE  
CITY OF HUNTSVILLE  
AND 4 WARD MEDIA PRODUCTIONS, LLC**

STATE OF ALABAMA            )  
COUNTY OF MADISON        )

**CONSULTING AGREEMENT BETWEEN THE CITY OF HUNTSVILLE  
AND 4 WARD MEDIA PRODUCTIONS, LLC**

**THIS AGREEMENT** is made and entered into on the 11<sup>th</sup> day of April, 2024, by and between 4 Ward Media Productions, LLC, ("4 Ward"), an Alabama Limited Liability Company, and the City of Huntsville, Alabama, a municipal corporation in the State of Alabama (the "City"),

**WITNESSETH:**

In consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to wit:

1.       4 Ward shall provide services as a Consultant to the City Administration and shall provide videography services. The scope of services to be performed by 4 Ward shall include the following:

4 Ward will provide videography support services under the oversight, direction and editorial control of the City's Communication Office. Task assignments will be given on an "as needed" basis in writing. The City of Huntsville shall retain the sole right to the use, publication and trademark for the works or products created by 4 Ward pursuant to this agreement. 4 Ward acknowledges that the City from time to time desires to seek copyright registration protection for certain works of authorship created by the City, and to which 4 Ward may make contributions in the form of copyrightable works of authorship. 4 Ward agrees to assign, and hereby does assign, to the City, all right, title, and interest including all copyright rights, in and to any works of authorship it delivers to the City under this contract. To the extent 4 Ward desires the right to hereafter use said works, the City hereby provides to 4 Ward a royalty-free, non-exclusive, license to subsequently use, copy, and distribute, said works.

2.       4 Ward is hereby contracted as an independent contractor and shall have no authorization to incur any debt or obligation on behalf of the City.

3.       The term of this contract shall be for a period of one year commencing on April 11, 2024 and continuing through April 10, 2025.

4.       This contract may be terminated by either party upon thirty (30) days written notice being provided to the other party.

5.       The City shall pay 4 Ward the rate of Forty Dollars (\$40.00) per hour for work performed pursuant to this agreement. When each task assignment is made, 4 Ward shall provide a written not-to-exceed (NTE) estimated price to the City's Director of Communications within three work days, in order to establish the estimated cost of design services for that particular task. The NTE amount is subject to approval of the City's Director of Communications. This estimated NTE price shall not be exceeded for the task unless approved in advance by the City's Director of Communications. 4 Ward shall invoice the City monthly for payment for services rendered pursuant to this Agreement and shall itemize the cost for

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President of the City Council of the City of Huntsville, Alabama  
Date: April 11, 2024

each task. The City will remit payment to 4 Ward in a timely manner upon its receipt of an invoice. The total amount paid to 4 Ward pursuant to this agreement shall not exceed Twenty-Five Thousand Dollars (\$25,000.00). Additional assignments above and beyond the scope of this contract will be priced separately pursuant to agreement between the parties.

6. 4 Ward shall be responsible for maintaining automobile liability insurance on any vehicle owned or leased by its and used while performing services for the City with minimum limits of \$100,000 for personal injury; \$100,000 property damage; and \$300,000 per occurrence.

7. 4 Ward acknowledges that confidential information in the way of financial practices, internal activities and operations, may be made available to it in connection with work performed pursuant to this agreement. 4 Ward agrees not to disclose the confidential information to any third party at any time following execution of this agreement. This clause shall survive the termination of this agreement.

8. This agreement constitutes the entire agreement between the parties.

9. This agreement shall be governed by the laws of the State of Alabama. Venue of any action to enforce the terms of this agreement shall be in the Circuit Court of Madison County, Alabama or the United States District Court for the Northern District of Alabama, Northeastern Division.

10. 4 Ward shall be responsible for providing all services, supplies, instruments of service, and facilities necessary for performing the task assignments and shall be compensated as set forth herein.

**IN WITNESS WITSEOF**, the parties hereto have executed this agreement on the day and year first above written.

**4 Ward MEDIA PRODUCTIONS, LLC**



By:

Its: production mgr.

**CITY OF HUNTSVILLE, ALABAMA**

a municipal corporation

ATTEST:

By: \_\_\_\_\_

Shaundrika Edwards

ITS: City Clerk

BY: \_\_\_\_\_

Tommy Battle

ITS: Mayor